

**STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION**

**MEDIA PROGRAM SUPERVISOR**

**I. INTRODUCTION**

**A. Purpose of This Classification Specification**

This classification specification is the basic authority under Wis. Admin. Code ER 2.04 for making classification decisions relative to present and future professional supervisory positions which administer major technical units within the Educational Communications Board, the University of Wisconsin and the related broadcast agencies. This classification specification is not intended to identify every duty, which may be assigned to positions, but is intended to serve as a framework for classification decision making in this occupational area. Positions in this classification are predominately administrative in nature and typically supervise a staff of 10 or more employees which includes subordinate level supervisors.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

**B. Inclusions**

The positions in this classification are professional supervisory positions which administer major technical units and programs within the ECB, UW Extension and other agencies with comparable programs. Positions in this class are responsible for the administrative planning, budget, design, construction, operations, and/or maintenance of advanced telecommunications systems. Positions are responsible for program planning, policy and procedure input and development, budget development, and supervision of staff within their respective program area. Positions in this classification meet the statutory definition of supervisor as defined in Wis. Stats. 111.81(19).

**C. Exclusions**

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition of supervisor as defined in Wis. Stats. 111.81(19) as administered and interpreted by the Wisconsin Employment Relations Commission.

2. Positions which are more appropriately classified as Media Supervisor or Media Supervisor-Advanced.
3. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees typically enter positions within this classification by competitive examination.

## **II. DEFINITIONS**

### **MEDIA PROGRAM SUPERVISOR**

The positions in this classification are professional supervisory positions which administer major technical engineering programs within the ECB, UW-EXT and related agencies. Positions are responsible for program planning, policy and procedure input and development, budget development and management, and supervision of staff within their respective program area. Positions in this class are responsible for the administrative planning, budget, design, construction, operations, and/or maintenance of advanced telecommunications systems. Operating through mid level supervisors, these positions are responsible for operations, maintenance and/or production. Positions allocated to this level differ from those of lower level supervisors in the number, variety, and complexity of the programs administered; the size and complexity of the budgets administered; the scope and impact of the programs; the complexity of the program planning and policy and procedure development for the assigned programs; and the number and complexity of technical and supervisory staff supervised.

## **III. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

## **IV. ADMINISTRATIVE INFORMATION**

This classification was created effective March 12, 2000 and announced in Bulletin CLR/SC-109 to describe technical supervisory positions which are responsible for telecommunications system design, construction, operation, and maintenance, or other areas of complex telecommunications activities.

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